

**BOROUGH OF CARLISLE
COUNCIL MEETING MINUTES
March 13, 2025
6:00 PM**

Present at the meeting: Mayor Shultz, Deputy Mayor Landis, Councilors Mellen, Perry, Roos, Shiles, and Stuby. Also present were Borough Manager Armstrong, Solicitor Brenneman, Chief Landis, Assistant Borough Manager Juday, Finance Director Cohen, Water Resources Director Abeln, Sustainable Community and Economic Planning Director Woolston, Borough Engineer Bergsten, Parks and Recreation Director Crouse, HR Director Berrier, Fire Chief Randy O'Donnell, Public Information Coordinator Taylor, and Borough Secretary Blair.

Mayor Shultz called the meeting to order at 6:00 p.m.

Deputy Mayor Landis led the Moment of Silence dedicated to those individuals who made an impact in everyone's lives.

PRESENTATIONS

Chief Landis and K-9 Officer Todaro accepted a check for \$30,000.00 from AMVETS to obtain the next Borough of Carlisle Police Department canine.

CITIZENS TO BE HEARD-Don Smith of 350 H. Street, Carlisle expressed a desire for the Borough to move from one way to two-way streets on several of the wider streets to alleviate speeding, select bypass streets to prevent congestion in town, and requested a traffic study to see if the Borough could benefit. In addition, he expressed a desire to use existing rail as an additional source of transportation to, from, and within the Borough.

Mayor Shultz thanked Mr. Smith for his suggestions, indicated that the Borough is working on those corridors, and suggested he read the book "Confessions of a recovering traffic engineer".

CONSENT AGENDA- Borough Council voted 7-0 to approve the consent agenda. (Landis/Stuby)

A. Minutes:

Borough Council approved the Borough Council Meeting Minutes from February 13, 2025.

**B. Approval of Bills and Investment Transactions:
Expenditures as of February 28, 2025**

General Fund	\$ 1,183,254
Water Fund	\$ 331,753
Stormwater Fund	\$ 82,233
Sewer Fund	\$ 361,349
Solid Waste Fund	\$ 208
Capital Project Fund	\$ 283,665
Parking Fund	\$ 30,108

C. Attendance Approvals

1. *Borough Council approved travel for Jared Woolston to attend the CNU conference in Providence, RI June 11-14, 2025.*

D. HARB- Borough Council approved the following Certificates of Appropriateness:

1. *Tuckey Companies of 117 N. Hanover Street to install a sign.*
2. *Thomas A. Barstow of 56 West Pomfret Street to construct a fence, shed, and garage.*

E. Budget & Finance

1. *Borough Council approved a quote of \$30,665 (Thirty Thousand Six Hundred Sixty-Five Dollars) from Hinton & Associates, Inc, for the purchase and installation of Firewalls and Cisco Switches as part of the Borough's Information Technology maintenance program.*

F. ERCP

1. *Borough Council accepted the resignation of Curtis Stevens from the Carlisle Borough Sewer Authority as of March 1, 2025.*

G. Parks & Recreation

1. *Borough Council approved the 2025 Summer Recreation Program Fee Resolution.*

H. Public Safety

1. *Borough Council approved three (3) Special Events Applications submitted by DCA involving street closures as follows:*
 1. *Ford Parade, June 7, 2025, from 7:00 p.m. – 9:00 p.m.; streets to include:*
Carlisle Events will line up vehicles at the Expo Center. Parade will follow Pitt Street to the intersection of Hanover and High Streets. Vehicles will be parked on Hanover Street between South and North Streets and on High Street between Pitt and Bedford Streets.
 2. *Corvette Parade, August 23, 2025, from 7:00 p.m. – 9:00 p.m.; streets to include:*
Vehicles will line up at the Expo Center. The Parade will follow Pitt Street to the intersection of Hanover and High Streets. Vehicles will be parked on Hanover between South and North Streets and on High Street between Pitt and Bedford Streets.
 3. *Harvest of the Arts, September 27, 2025, from 10:00 a.m. – 5:00 p.m.; streets to include:*
High Street from the intersection of Hanover Street at the Town Square to College Street.

Approval is contingent upon PennDOT approval and the receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured.

2. *Borough Council approved a special event application and street closure request for a New Year's Eve celebration sponsored by the DCA from 6:00 – 9:30 p.m. December 31, 2025. The street closure includes High Street from the intersection of Pitt Street up to the intersection of High and Hanover Street. Approval is contingent upon the receipt of a valid Certificate of Liability Insurance, naming the Borough of Carlisle as an additional insured.*
3. *Borough Council authorized the closure of North Pitt Street between K and I Streets on April 22-27, 2025, and September 30 – October 5, 2025, between the hours of 7:00 a.m. -10:00 p.m. daily to facilitate the drop-off and pick-up of vehicles for Carlisle Events Auto Auction at the Carlisle Expo Center. Approval shall be contingent upon the receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured and the applicant reimbursing the Borough 100% of the variable and 10% of the fixed costs associated with these events.*
4. *Borough Council authorized a Northside Ride-Community Bike Ride on April 12, 2025, with a rain date of April 26, 2025, from 9:00 a.m. – 12:15 p.m. Approval shall be contingent upon the receipt of a valid Certificate of Liability insurance form, naming the Borough of Carlisle as an additional insured and the applicant reimbursing the Borough 100% of the variable and 10% of the fixed costs associated with this event.*
5. *Borough Council authorized the temporary closing of several Borough streets for Dickinson College's 252nd Commencement on Sunday, May 18, 2025, from 8:00 a.m. – 2:00 p.m. Approval shall be contingent upon the receipt of a valid Certificate of Liability Insurance form, naming the Borough of Carlisle as an additional insured and the applicant reimbursing the Borough 100% of the variable costs and 10% of the fixed costs associated with this event.*

I. Public Works

1. *Borough Council authorized an agreement by and between the Borough of Carlisle and Freehold Enterprises, LLC, outlining each party's responsibilities with respect to an underground storage tank (UST) located adjacent to 231 North Hanover Street on both private property and in the public right-of-way.*

REGULAR AGENDA

TABLED, CONTINUED, AND RECURRING ITEMS

Gaza Cease Fire Resolution

REPORTS FROM ELECTED OFFICIALS

A. Mayor's Report

1. Mayor Shultz referred back to the previous Council meeting where the order in which items on the agenda can be addressed. The Borough of Carlisle Rules of Order were provided to each Council member prior to this meeting and Mayor Shultz reiterated that Council members can bring items up for discussion earlier in the agenda if necessary.
2. Mayor Shultz presented a Proclamation in recognition of Sexual Assault Awareness Month 2025 to Maddie Young, CEO of Carlisle YMCA. Blaine Rizzo, Communications & Outreach Manager, was also in attendance. Ms. Young provided important statistics on sexual assault and human trafficking and the number of women and children they assist on an annual basis.

REPORTS FROM COMMITTEES

A. Budget & Finance

1. Borough Council voted 7-0 to retroactively approve a Total Care Support Contract with Hinton & Associates for information technology network support for a one-year period effective January 1, 2025, subject to the Borough Solicitor's satisfactory review and approval. (Landis/Shultz)
2. Borough Council voted 7-0 to approve participation in the Keystone Purchasing Network for the purposes of bidding and awarding a vehicle fuel contract for the period July 1, 2025 – June 30, 2026. (Landis/Shultz)

B. Economic Development

1. Borough Council voted 7-0 to authorize the drafting and advertising of an ordinance to enter into an Agreement by and between the Downtown Carlisle Association [DCA] and the Borough of Carlisle [Borough] retroactive to January 1, 2025, through December 31, 2025. (Perry/Stuby)

C. Parks & Recreation

1. Borough Council voted 7-0 to enter into an Agreement with the Carlisle Area Pickleball Association to install a new central pedestrian gate on a portion of existing fence that encloses the pickleball courts, install a fence with pedestrian gaps adjacent to the new pedestrian gate, relocate the existing southwest gate to the southeast corner of the east side gate, close the previous southwest gate, and repair other existing gates back to full function at LeTort Park. (Roos/Mellen)
2. Borough Council voted 7-0 to approve Houck Services, Inc. to replace the roof of Gym 1 at the Stuart Community Center for \$145,800 (One hundred forty-five thousand eight hundred dollars) through the Commonwealth of Pennsylvania's Cooperative Purchasing Program (COSTARS #122594). (Roos/Mellen)
3. Borough Council voted 7-0 to consider a Resolution that will amend Resolution 10-10-2019-01 establishing fees for mobile food vending permits for the purpose of amending fees specific to mobile food vending

permits issued at Borough parks. (Roos/Mellen)

4. Borough Council voted 6-0-1 to approve the installation of a Basics Learning Trail at Valley Meadows Park. Funds for the project, including installation and maintenance, will come from the United Way of Carlisle & Cumberland County. Councilor Mellen recused herself as she is the Director of United Way. (Roos/Perry)
5. Borough Council voted 7-0 to enter into a Cooperative Service Agreement with the United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services (USDA, APHIS, WS) for an integrated vulture damage management program in the amount of \$24,965.47 (twenty-four thousand, nine hundred, sixty-five dollars and forty-seven cents), subject to the Borough Solicitor's final review and approval. (Roos/Mellen)

D. Public Safety

1. Borough Council voted 7-0 by roll call vote to adopt an ordinance amending the Code of the Borough of Carlisle, adopted by Ordinance #2032, and thereafter amended, with respect to Chapter 244, Vehicles and Traffic, to remove two (2) on-street handicap parking spaces at 165 West North Street and 535 W Penn Street, and create one (1) on-street handicap parking space at 15 McBride Avenue. (Shultz/Roos)
2. Borough Council voted 7-0 to authorize the Borough Solicitor to draft and advertise an ordinance establishing a temporary parking ban affecting certain borough streets in conjunction with Carlisle Production's 2025 schedule of events. (Shultz/Roos)
3. Borough Council voted 7-0 to ratify the Mayor's approval of a Special Events Application for Farmers on the Square 2025 that shall include the following closures and shall be contingent upon the receipt of a valid Certificate of Liability Insurance form naming the Borough of Carlisle as an additional insured and the applicant reimbursing the Borough 100% of the variable and 10% of the fixed cost associated with this event. (Shultz/Roos)

The closures shall include:

- The courtyard of First Presbyterian Church at High and Hanover Streets, the sidewalks of North and South Hanover Streets, and East and West High Streets one block from Hanover and High on Wednesdays during the months of March through October 2025 from 3:00 p.m. to 7:00 p.m.
- The closure of Dickinson Avenue between Hanover and N. Courthouse Avenue, on Wednesdays during the months of March through October 2025 from 1:00 p.m. to 7:00 p.m.
- The closure of one parking space on Courthouse Avenue, nearest to High Street on every 3rd Wednesday of the month between the months of March through October 2025 from 1:00 p.m. to 7:00 p.m.

E. Public Works

1. Borough Council voted 7-0 to approve the Biosolids Management Plan Final Report, dated January 2, 2025, and engineering services contract with Gannett Fleming, Inc. to provide design and permitting services for Phase 1B of the Biosolids Upgrade Project for the Carlisle Regional Wastewater Treatment Plant for a not-to-exceed cost of \$690,000 (Six Hundred Ninety Thousand Dollars), subject to the Borough Solicitor's review and approval of the service contract. (Stubby/Shiles)
2. Borough Council voted 7-0 to approve the purchase of two JWC Environmental wet well sewage grinders for

the Wastewater Treatment Plant from JWC Environmental of Santa Ana, California for \$46,381.44 (Forty-Six Thousand Three Hundred Eighty-One Dollars and Forty-Four Cents) through the Commonwealth of Pennsylvania's Cooperative Purchasing Program (COSTARS #016-E23-282). (Stuby/Shiles)

3. Borough Council voted 7-0 to approve Change Order #01 with VWR International LLC for the upgrade and installation of Laboratory Cabinetry, reflecting changes to the scope of work outlined in the approved contract, increasing the total contract by \$6,647.06 (Six Thousand Six Hundred Forty-Seven Dollars and Six Cents). (Stuby/Shiles)
4. Borough Council voted 7-0 to award the unit price construction contract for the 2025 Paving of Local Roads Project to the lowest responsive bidder, Kinsley Construction LLC. Of York, Pennsylvania, in the amount of Four Hundred Forty-Two Thousand, Eighty-Six Dollars and Forty-Five Cents (\$442,086.45). (Stuby/Shiles)

F. Sustainable Community & Economic Planning

1. Borough Council voted 7-0 to approve an extension request by BL Companies on behalf of AMG General LLC c/o Arsh Grewal and waive all other requirements of the Borough's subdivision ordinance for the development of 202 East High Street. The new deadline shall be September 15, 2025. (Shiles/Landis)
2. Borough Council voted 7-0 to approve an extension request by Barley Snyder on behalf of Carlisle Allen, LLC for the development of 207 Allen Road. The new deadline shall be September 15, 2025. (Shiles/Landis)
3. Borough Council voted 7-0 to waive the public outreach meeting and approve the proposed Minor Subdivision to create a lot on a parcel containing an existing single-family detached dwelling at 343 D Street. (Shiles/Landis)
4. Borough Council voted 7-0 to approve the Preliminary Subdivision and Land Development Plan for Lots 9-13, Carlisle Auto Industries. (Shiles/Landis)

NEW BUSINESS - None

REPORTS FROM COUNCIL MEMBERS & STAFF

Deputy Mayor Landis Resolution Considerations:

- 1) Borough Council voted 7-0 to consider adopting a (edited) Resolution of the Borough Council of the Borough of Carlisle, Cumberland County, Pennsylvania, urging State and Federal Elected Officials to oppose the passage of the Safeguard American Voter Eligibility (SAVE) Act due to its potential to disenfranchise a portion of Pennsylvania voters. (Landis/Perry) See edit of resolution below.
- 2) Borough Council voted 7-0 to consider adopting a Resolution of the Borough Council of the Borough of Carlisle, Cumberland County, Pennsylvania, urging State and Federal Elected Officials to oppose any cuts to Medicaid Funding. (Landis/Roos) See edit of resolution below.
- 3) Borough Council voted 7-0 to table a Resolution of the Borough Council of the Borough of Carlisle, Cumberland County, Pennsylvania, condemning and opposing any proposal or action by the United States to take over the Gaza Strip for further discussion and involvement with the public. (Shultz/Roos)

After some discussion on framework and procedures, Council decided to attach a letter to an edited resolution, making both the letter and the resolution a part of the public record, and as a conversation starter, send the

letter to all the state representatives listed on the resolution. Council chose to edit the last clause of the resolution with the following: BE IT FURTHER RESOLVED “that a copy of the letter voicing Borough Councils position be sent to United States Senator John Fetterman, United States Senator David McCormick, United States Representative Scott Perry, Pennsylvania State Senator Greg Rothman, and Pennsylvania State Representative Barb Gleim”.

ADJOURNMENT

Mayor Shultz announced that the Council members would be heading into an Executive session, and there being no further public business adjourned the meeting at 7:26pm.

Sean Shultz, Mayor

Patricia Blair, Borough Secretary